

**Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit request to resign	Officer submits their request to resign in a memo. The memo includes the Officer's name, rank, SSN, State, para and line number, effective date, and control group.	AR 135-175 AR 140-10  NGR 635-100, Appendix A	Resignation Memo		
2	Receive Resignation Memo	Unit receive Resignation Memo from Officer via hand delivery.		Resignation Memo		
3	Create Resignation Packet	Unit creates Resignation Packet.  Resignation Packet includes: - Commanders Recommendation - BDE/BN Endorsements - DA Form 2-1 (Personnel Qualification Record) - Retirement Points Accounting System (RPAM) Statement - Active Duty Service Obligation (ADSO) Checklist - iMARC printout - ATRRS printout	AR 135-175  NGR 635-100	DA Form 2-1	ATRRS  iMARC  RCAS	
4	Determine retention option?	Unit determines if there is a retention option.  Depending on the situation and State, Unit determines if there is a solution for resignation.				
5	Implement retention option	If there is a resolution, Officer/Chain of Command implements the retention option.				

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6	Send Resignation Packet	If there is no resolution, Unit sends the Resignation Packet to State OPM via email or hard copy.	AR 135-175	DA Form 2-1		
7	Review Resignation Packet	State OPM receives and reviews Resignation Packet to ensure all documentation is included.	NGR 635-100	DA Form 2-1		
8	Determine retention option?	State determines if there is a retention option.  Depending on the situation and State, the Unit determines if there is a solution for resignation.				
9	Implement retention option	If there is a resolution, Officer/Chain of Command implements the retention option.				
10	Approve resignation?	If there is no resolution, State OPM forwards documentation and memo requiring signature to. State TAG can approve or disapprove Officer's request for resignation by signing the memo created by State OPM.		Resignation Memo		
11	Receive Resignation Memo	If State TAG disapproves, State OPM picks up the signed Resignation Memo from State TAG and emails the Resignation Memo to Unit. Unit receives Resignation Memo signed by State TAG via email and forwards the Resignation Memo to the Officer where the process ends.		Resignation Memo		
12	Cut State Separation Order and submit packet (MILPO Order System, RCAS, Fed Rec System)	State OPM cuts State Separation Orders to include separation date and characterization/separation code.	AR 135-175		Fed Rec System  MILPO Order System  RCAS	Varies from State to State.

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13	Review Separation Packet (Fed Rec System, iPERMS)	<p>Fed Rec Section receives a copy of the State Separation Order and documents 30 days prior effective date.</p> <p>Fed Rec Section to review Separation Packet. Fed Rec checks for accurate separation code on State Orders.</p>			<p>Fed Rec System</p> <p>iPERMS</p>	
14	Administratively complete Separation Packet?	Fed Red Section determines if the Separation Packet is administratively complete. If not complete, Fed Rec Section sends State email via Fed Rec System to request update.			Fed Rec System	
15	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
16	Enter Separation Effective Date (Fed Rec System)	If the Separation Packet is complete, Fed Rec Section sends the Separation Packet to Fed Rec Admin Section for review.			Fed Rec System	
17	Review Separation Packet (Fed Rec System)	Fed Rec Administration Section reviews the Separation Packet and ensures that all names			Fed Rec System	
18	Administratively complete Separation Packet?	If Separation Packet is administratively complete, Fed Rec Admin Section publishes Federally Recognized Orders. If the Separation Packet is not administratively complete, State corrects Separation Packet.			Fed Rec System	
19	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	

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20	Publish Separation of Fed Rec Order (Fed Rec System)	<p>Once complete, Fed Rec Admin Team publishes Federally Recognized Orders into Fed Rec System. Once, published, Fed Rec System emails pre-selected contacts including State, and iPERMS Section. HRH iPERMS Section adds Federally Recognized Orders to iPERMS Record.</p> <p>At this point, the Soldier's Federally Recognized Commission is officially withdrawn.</p>			Fed Rec System	
21	Create final separation documents (iPERMS, RCAS, SIDPERS, TransProc)	<p>After receiving the Fed Rec Order, State OPM works the following to close out the record:</p> <ul style="list-style-type: none"> <li>- NGB Form 22 or DD Form 214 (depending on status)</li> <li>- RPAM</li> <li>- Retirement Certificate 55</li> <li>- Separation Certificate</li> <li>- DA Form 2-1</li> </ul> <p>State OPM sends order through the CoC to BDE/MACOM.</p> <p>Officer receives a mail copy of the NGB Form 22 and separation certificate, and DD Form 214.</p>		<p>DA Form 2-1</p> <p>DD Form 214</p> <p>NGB Form 22</p>	<p>iPERMS</p> <p>RCAS</p> <p>SIDPERS</p> <p>TransProc</p>	

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22	Send final Separation Order	<p>State OPM sends final Separation Order through the chain of command to BDE/MACOM.</p> <p>Unit commander closes off Officer's OER.</p>				<p>This overall process should take no longer than 200 days. After the Board is appointed, it should take no longer than 90 days to complete the remaining part of the process.</p>